

HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 62286

16 November 2002

MEMORANDUM FOR GROUP 12 UNIT COMMANDERS

FROM: Group 12/CC

SUBJECT: Commanders Packet II

1. The checklists, forms, and form letters have been developed over several years by the Group 12 staff members to be used as tools to assist with the administrative process. Unit commanders may feel free to use, not use, or modify them as desired .
2. Always check reference directives, because they may have changed since this writing. Check directives for additional information.
3. I hope the information contained in this Commanders Packet II will be informative and useful. I invite your comments and suggestions on which the Commanders Packet II can be improved.

RICKEY L. OETH, Major, CAP
Commander

Attachments:
See table of contents

Distribution:
1 - each unit commander, Group 12